



Preliminary Plat Requirements Checklist

Subdivision Name: _____

1. ☐ Bar Scale, text scale, north arrow, and date
2. ☐ Plat title block, plat name, plat preparation date
3. ☐ Subdivider/Owner name and address
4. ☐ Surveyor/Engineer name and address
5. ☐ Key map showing location of subdivision in relation to existing streets and highways and original survey lines
6. ☐ Acreage within subdivision and the total number of lots
7. ☐ Boundary of the subdivision, with approximate bearings and distance
8. ☐ Topographic contours at intervals of not more than one foot shall be shown on plats as determined from U.S. Geological Survey
9. ☐ The size and location of all existing utilities, natural water or drainage course, streets, lots and easements within the subdivision
10. ☐ The size and location of all existing utilities, streets, easements and watercourses and the name and adjacent boundary location of all subdivisions within 200 feet of the boundaries of the subdivision
11. ☐ The location of floodplain as defined by this Unified Development Code
12. ☐ All proposed blocks, lots, alleys, streets, easements, purposes thereof, drainage or watercourses, recreational areas, and building lines shall be shown with approximate dimensions
13. ☐ Proposed uses of the land within the subdivision
14. ☐ Street names and lot and block number

Service Providers

Electric: _____

Water: _____

Sewer/Septic: _____

School District: _____

Submittal Requirements

- ☐ 15 Full Size Plats – folded
- ☐ Completed Application/Checklist
- ☐ Digital Submission – pdf
- ☐ Traffic Impact/Assessment Study
- ☐ Signed Letter of Authorization